



## Helena JSEC Meeting Minutes

April 30, 2008

### Members Present:

Gary Willis	Shodair
Robert Ward	Enterprise Rent-a-Car
Larry Westfall	L&S Teambuilders
Alan Thompson	UM-Helena College of Technology
Tina Whitaker	MT Committee Employer Services NG
Kelly McArdle	American Federal Savings Bank
Cathy Wood	Student Assistance Foundation
Wendy Coensgen	Macy's
Pat Roth	Glacier Bancorp, Inc.
Roger Stone	Episcopal Diocese
Sandy Hamlin	Helena Job Service Workforce Center
Dave Laber	Helena Job Service Workforce Center
Carol Rule	Helena Job Service Workforce Center

**Introductions:** Gary had the members introduced themselves.

**Minutes:** Roger motioned that the minutes of the March 19, 2008 meeting be approved, and Larry seconded. Approved as written.

**Treasurers Report:** Robert reported that the Mike Bullock Scholarship fund is still at \$271.86, and the JSEC checking account has \$6,398.25. Gary suggested that we move up to \$1,000.00 from the JSEC account to the scholarship account so that there is enough money to award this year's scholarships. Pat moved and Alan seconded, passed.

**Fundraising Report:** Dave reported that the March HR Bootcamp brought in \$241.60. In April, Jim Nys had a free FMLA workshop. Jim requested snacks for the workshop, so Dave spoke with Robert, and they decided to cover those expenses totaling \$58.23.

**Scholarships:** Alan, Robert, Roger and Tina picked up scholarship packets prior to the meeting. After some discussion on the judging, those four stayed after the meeting and came to consensus on picking a winner for the Mike Bullock Scholarship. Those names will also be submitted for the State Fred Unmack Scholarship. Gary said that the criteria for that scholarship has changed to more closely match the Mike Bullock Scholarship.

**State Conference/Silent Auction:** Sandy thanked the JSEC for paying the registration fee for one of its members to attend the 2008 Innovation in Business Conference. She also thanked Shodair/Gary, Wendy/Macy's and Job Service for providing the items for the Silent Auction. Gary added that the conference was very good. There was good attendance, networking and terrific speakers. He recommended that members put it on their agenda for next year because it is well worth the time to attend. Wendy agreed. Carol mentioned that one of the main topics was the Workforce Pipeline and getting back into the schools, which is something the Helena Job Service has been working towards. In addition, Gary said that for years the State JSEC has wanted the Helena JSEC to sponsor the Conference. They would like us to do it next year; however, the legislature is in session which would pose a problem as far as lodging, etc. They are considering a change in the dates to accommodate that.

There is the possibility that we could hold it in 2010 if next year doesn't work out. There would be a lot of opportunity for local employers to participate.

**Incorporation:** Sandy has asked Dave to be the lead for our conversation on incorporation. Dave has had some past experience with SHRM when they incorporated. This item was initially brought up at the Conference for the JSECs to consider. Because of the individual liability issues, they are encouraging the JSECs to incorporate under a 501(c3) or possibly a 501 (c6). Dave shared what he knows about the process. He also talked to Dan Anderson who is a CPA that helps businesses go through the process of incorporation. We discussed having Dan come and speak to the group. Several members had some experience with incorporation and gave their input. Gary said that in his research, he found no reason why we shouldn't incorporate and every reason why we should. Wendy made a motion for Dave to pursue the options to incorporate, Tina seconded, passed. Dave will meet with Dan, and if need be, he can also meet with the JSEC officers for further guidance.

**Open House:** In regards to the Open House, Sandy passed around a sign-up sheet for those wanting to assist. Carol spoke to the fact that the point of the Open House is to bring awareness to the services that Job Service offers, especially to those employers who are not involved or not using our services at this time. We would like the JSEC members to help spread the word. She asked if JSEC could help monetarily. We decided on contacting Costco for cakes and purchasing punch and coffee. Carol suggested the JSEC businesses that are represented should bring their business promotional items. We will have a table set up for those items. We discussed doing a business card drawing, which everyone agreed was a good idea. That way, we can send thank you notes to those who attend, as well as invite them to be JSEC Members. Robert suggested we give a gift card for that drawing. Gary asked Larry if he would be interested in donating an introductory training session. Larry thought that would be a great idea. Alan has a gift box that he will donate to the cause.

It was also decided that we would have a short JSEC Meeting at 3:00 p.m. the day of the Open House.

This brought us to whether or not we wanted to have the Appreciation Luncheon for the Job Service Staff on the same day as the Open House. After some discussion, it was decided that we should have an Appreciation Breakfast on Thursday, September 4. The Job Service Office will be closed for 2 hours that morning. We would be starting the Fall JSEC year off with JSEC Members and Staff getting to know each other, as well as the opportunity to invite any new members to join us. A budget was authorized for Sandy to plan the breakfast and order the food.

**Manager's Report:** To follow.

**Hidden Agenda:** JSEC Members present were guided by Carol on a tour of the Job Service and their services. Those members participating on the day of the Open House can show others what we have to offer if they are comfortable with that, or they can ask the available Job Service staff to answer questions and take the guests on a tour. Dave will make a talking points sheet to assist the JSEC Members. It was decided that the JSEC's main duty would be to mingle with the other guests

Meeting was adjourned.

**Next Meeting:**

- Wednesday
- May 14, 2008
- 3:00 p.m.
- Room 4 Helena
- Job Service Workforce Center